

Open a Document by Slug

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A document slug is the unique identifier Atloria uses to locate a specific documentation page within a project and audience. Opening a document by slug helps you go directly to the intended page when you receive a shared documentation link.

Overview

Atloria organizes published documentation by project, audience, and document. The document slug identifies the individual document within that structure. When you open a shared documentation address, Atloria uses the document slug to display the matching page.

You may need to open a document by slug when a colleague sends you a direct link, when you are reviewing a published User Guide, or when you need to confirm that a specific document is available to its intended audience. A valid link opens the document directly instead of requiring you to browse through the full document list.

If you are already working in the document management area, you can also use **Documents**, **User Guides**, and **Search documents...** to locate the same document manually.



Screenshot pending: A published Atloria documentation page opened from a shared link, showing the document content and its position within the project and audience.

Prerequisites

Before you start, make sure you have:

- A link that includes the document slug for the page you want to open.
- Access to the Atloria project that contains the document.

- Access to the intended documentation audience, if the document is audience-specific.
- A supported web browser and an active internet connection.
- Permission to view the published documentation, if the project is restricted.

Step-by-Step Instructions

1. **Copy the shared documentation link** that contains the document slug.
2. **Paste the link into your browser's address bar.**
3. **Press Enter** to open the documentation page.
4. **Review the document page** to confirm that the displayed title and content match the document you intended to open.
5. **Use the documentation navigation** to move to another page in the same published manual if needed.
6. **Select User Guides** if you need to return to the broader collection of user-facing documentation.
7. **Select Documents** if you need to view the document list for the project.
8. **Enter a keyword in Search documents...** if you need to find the document without using its shared link.
9. **Select Open** beside the matching document to open it from the document list.
10. **Select ← Back to Documents** when you want to leave the open document and return to the list.

 *Screenshot pending: The Documents area showing the “Search documents...” field and an “Open” action for a matching document.*

Tips and Best Practices

- Keep the complete shared link intact. The project, audience, and document identifier work together to open the correct published page. Removing or changing part of the link can prevent Atloria from finding the document.
- Treat the document slug as an identifier, not necessarily as the document's full title. The slug may be shorter or formatted differently from the title shown on the

page.

- Use a direct link when you need to send someone to one specific document. This is more reliable than asking them to browse manually through **Documents** or **User Guides**.
- Use **Search documents...** when you do not have the direct link. Search can help you locate a document by recognizable words from its title or content, then you can select **Open**.
- Confirm that you are viewing the correct audience version before relying on the content. A project can present documentation for different audiences, so similarly named documents may appear in more than one context.
- If you are documenting or sharing a process, use the published document link rather than a link to an internal document-management view. This helps recipients open the reader-facing page directly.

Related Pages

- [Browse Documents](#)
- [Search for a Document](#)
- [Create New Document](#)
- [Create Document](#)
- [Export Documentation](#)
- [Open Project Dashboard](#)

Troubleshooting

The link does not open a document

Check that you copied the entire link, including the final document-specific portion.

Ask the sender to resend the link if it was truncated in a message, email, or document.

Atloria opens a different document than expected

Verify the project and audience associated with the shared link. If the document title is similar to another page, return to **Documents**, use **Search documents...**, and select **Open** for the correct result.

You cannot view the document

Your access may be limited to a different project or audience, or the document may no longer be available in the published documentation. Contact the project owner and provide the shared link so they can confirm the document's availability and your access.